

# STATE OF NEBRASKA

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Dave Heineman  
Govern

MILITARY DEPARTMENT  
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JFHQ-ARNG-CSM

11 December 2007

## MEMORANDUM FOR RECORD

SUBJECT: First Sergeant Position Vacancy Fill Procedures -  
Implementing Draft

1. With the Enlisted Promotion System (EPS) changes pending from National Guard Bureau (NGB), the Nebraska Army National Guard (NEARNG) will adopt the following procedures for filling all First Sergeant vacancies, effective 1 January 2008.

### 2. Procedures

a. Position Vacancy is identified, and with the concurrence of the first Commander and Command Sergeant Major in the chain of command, a request for vacancy fill will be forwarded through the chain of command to the State Command Sergeant Major. See enclosure 1 for the format.

b. The State Command Sergeant Major will coordinate with the Enlisted Promotion Section of DPA (DPA-EPS) for a listing of eligible and available E7 and E8 Soldiers. The State CSM will coordinate the vacancy announcement (enclosure 2) with DPA-EPS which will be sent thru command channels to all units with eligible Soldiers. Eligibility will be established based on criteria in enclosure 3. The vacancy announcement will remain open for a minimum of 15 days.

c. All eligible and available Soldiers who are interested in the position will submit their application packet (enclosure 4) to DPA-EPS no later than close of business as indicated on the vacancy announcement.

d. DPA-EPS will screen all packets for eligibility and forward them to the respective command that is responsible for conducting an interview board.

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(1) The interview board composition is addressed in enclosure 5.

(2) The board will consist of senior leadership representation from the first organizational headquarters in the chain of command, and the Company Commander.

(3) Interview boards will schedule interviews for all eligible applicants. A nomination selection process may be requested to reduce the number of applicants that will be interviewed. The interview board president may request this process, in writing, and DPA-EPS will coordinate with the State CSM for convening a nomination selection panel. Nomination selection panels will not be authorized if there are 5 or less applicants.

e. The interview board is an appearance board, and will conduct interviews with all eligible applicants and forward their selection nomination results through the chain of command to the State CSM. Telephonic interviews may be authorized for deployed Soldiers. The selection nomination will be in the form of an Order of Merit List (OML), with justification for nomination (see enclosure 6). All command levels must endorse the selection nomination OML.

f. The State CSM will review and confirm the nomination packet. Upon confirmation, the State CSM will notify the interview board president to make notifications of the results.

g. The interview board president will designate a notifying official ,who was a member of the interview board, to notify the approved selection and solicit his/her acceptance. Upon acceptance, the notifying official will notify all other applicants of their non-selection.

h. Should the number one selection decline, they will be advised of their removal from the First Sergeant eligibility roster for the remainder of the Enlisted Promotion System cycle. The notifying official will then work his/her way down the OML until an applicant accepts the position.

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i. Upon acceptance by an applicant, the notifying official will inform all other interview board members of the notification results. The interview board president, or his/her designated representative will notify the chain of command, to include the State CSM.

j. The State CSM will notify DPA-EPS of the acceptance, and any First Sergeant eligibility removals (if applicable).

k. The chain of command will submit all required requests for orders, and training requests through appropriate channels.

### 3. Linkage to the Enlisted Promotion System (EPS).

a. Consideration of eligible/available MSGs and serving 1SGs for assignment to First Sergeant positions will be given before selecting SFCs for promotion into First Sergeant positions. This will allow career development assignments in grade without affecting the number of soldiers promoted. First Sergeant vacancies will normally be filled before MSG positions.

b. Military Occupational Specialty (MOS) requirements.

(1) The State CSM will ensure equity in applicant eligibility criteria (encl 3).

(2) Feeder MOS specifics will strive to ensure the eligible applicants possess the necessary skill sets and MOS. Soldier Career Progression MOS (CPMOS) selection, as a general rule, may not be the only determining factor in eligibility.

(3) Soldiers assigned and utilized in 1SG positions will normally have the MOS or another MOS in the CMF of the duty position. However, MSGs may be utilized in First Sergeant positions outside of their Career Management Fields if they are recommended, hold or can become qualified for SQI M. This utilization practice should be limited to situations in which no qualified soldier with the proper MOS and grade is reasonably available to fill the vacancy, or there is several related MOSs in the unit. This is limited to units such as in a headquarters, service, support, maintenance or similarly diverse unit that do not merge until SGM. This practice should generally be limited

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to headquarters, service, and support units, and not in line units such as the companies of a battalion.

c. Eligibility. Consideration will be given to all E8 NCOs who apply and who are eligible and available, and E7 NCOs who apply and who are eligible and available based on being listed in the selection objective of the master sergeant promotion list.

e. Soldiers will be selected, assigned, promoted or appointed only in authorized and approved positions on unit manning documents approved by HQDA.

#### 4. Mobilized NCO and Wounded Warrior considerations.

a. Mobilized NCOs will receive equal opportunity to apply for First Sergeant positions. If unit OPTEMPO creates a situation where an eligible and available applicant cannot meet the closing date requirements of the announcement, the unit commander may submit a statement to that affect to the State CSM. The State CSM may authorize an extension of the announcement for the mobilized NCO.

b. Wounded Warriors will receive equal opportunity to apply for First Sergeant positions. If geographical or administrative restraints create a situation where an eligible and available applicant cannot meet the closing date requirements of the announcement, the NCO may submit a statement to that affect to the State CSM. The State CSM may authorize an extension of the announcement for the mobilized NCO. Final medical fitness determination will be required prior to assignment and/or promotion.

5. Full Time Support (FTS) soldiers (AGR and Military Technicians) may be assigned to First Sergeant positions only following the procedures in this memorandum in concert with AR 135-18, NGR 600-25 and the NEARNG Command Leadership Assignment policies. The State CSM will ensure there is an equitable balance of FTS and Traditional Soldiers assigned to First Sergeant positions.

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6. Authority.

a. NGB-ARH Policy Memo #06-053 dated 27 Sep 06 SUBJECT: Army  
National Guard Enlisted Personnel Management (NGR 600-200)  
Implementing Draft (Chapter 4).

b. AR 600-8-19 Enlisted Promotions and Reductions, Chapter  
7, dated 11 Jul 07.

7. POC: CSM Richard J. Burch, State CSM, 402-309-7111  
[richard.burch@us.army.mil](mailto:richard.burch@us.army.mil)

**BURCH.RICHARD.JOSEPH.1147687121**

Encls

1. Advertisement Request
2. Vacancy Announcement
3. Eligibility Criteria
4. Application Packet
5. Interview Board Composition
6. OML Justification

RICHARD J. BURCH  
CSM, NEARNG  
State Command Sergeant Major

Enclosure 1 (Advertisement Request) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

Unit Letterhead

Office Symbol

(Date)

MEMORANDUM THRU

O5 CMD HQ, ADDRESS, CITY, STATE ZIP

O6 CMD HQ, ADDRESS, CITY, STATE ZIP

FOR Directorate of Personnel Administration, ATTN: ARNG-DPA-EPS, 1234 Military Road, Lincoln, NE 68508

SUBJECT: Advertisement Request for First Sergeant Vacancy

1. I request a vacancy announcement for the following First Sergeant position.

- a. Unit: \_\_\_\_\_
- b. Location: \_\_\_\_\_
- c. Announcement Period Requested: \_\_\_\_ days (15 minimum)
- d. MOSs to be considered: \_\_\_\_\_
- e. Aptitude Area Score Requirements (List all that apply):  
(MOS) (Aptitude Area) (Score Required)
- f. Security Clearance Requirement: \_\_\_\_\_
- g. Other specific requirements: (omit if not applicable)

2. Additional information.

- a. Unit Commander: \_\_\_\_\_
- b. Daytime Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_
- c. Evening Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_
- d. FTS POC: \_\_\_\_\_
- e. FTS POC Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Commander's Signature  
Signature Block

Enclosure 2 (Vacancy Announcement) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

2-1. The State CSM will approve all announcements before distribution.

2-2. The next two pages illustrate the information that will be transmitted via the Vacancy Announcement.

2-3. The vacancy announcement will be transmitted electronically to the following FTS staff.

- a. MSC AOs
- b. MSC Admin Officer
- c. MSC Sr Admin NCO
- d. BN AOs
- e. BN Admin Officers
- f. BN Sr Admin NCO
- g. JFHQ Readiness NCO
- h. JFHQ Admin NCO
- i. RRC Operations SGM
- j. RRC Operations NCO

k. All other Separate Units not supported by an O6 Command Level Staff

2-4. FTS Staff are responsible for ensuring all eligible personnel receive a copy of the announcement within 48 hours of receipt. A roster of eligible NCOs will be transmitted with the announcement.

2-5. FTS Staff will report transmittal of announcement to the State CSM. By name accountability is required on this report.

Enclosure 2 (Vacancy Announcement) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

**NEBRASKA ARMY NATIONAL GUARD  
DIRECTORATE OF PERSONNEL ADMINISTRATION  
ENLISTED PROMOTION SECTION  
1234 MILITARY ROAD  
LINCOLN, NEBRASKA 68508**

***FIRST SERGEANT VACANCY ANNOUNCEMENT***

**Announcement Number:** (PRN-###)      **Closing Date:** (Must allow 15 days minimum)

**Position Title & Unit:** First Sergeant      **Location:** (City in which vacancy existst)  
(-----Unit Designation-----)

**Military Grade Range:** Minimum SFC (E7) - Maximum MSG/1SG (E8)

**Military Requirements:** Designated CPMOS(s) for this position is/are [REDACTED]. Applicants must possess a [REDACTED] aptitude score in area [REDACTED], Security Clearance of [REDACTED] and meet the physical demand requirements of DA Pam 611-21. MOS qualification, if required, must be completed within two years of the date of assignment. Selected individual must complete the First Sergeant's Course within one year of the date of assignment. The qualifications for the award of this MOS can be found in AR 611-21. Completion of the Advanced NCO Course (or NCOES credit) is a prerequisite for consideration.

**Area of Consideration:** All eligible and available members of the Nebraska Army National Guard, in the grade of E8 or E7s holding a current standing on the Enlisted Promotion List.

**Under the direction of the State CSM, qualified applicants will be referred for interviews.**

**General Requirements:**

1. Currently assigned E7 or E8 NCOs of the Nebraska Army National Guard
2. Graduate of Advanced NCO Course
3. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
4. Meet other requirements as stated in **Military Requirements** above.

**Summary of Duties:** The position of First Sergeant designates the principal senior NCO at company, battery, troop, or similar sized unit. The First Sergeant will:

- (1) Assist the commander in planning, coordinating, and supervising all activities that support the unit mission.
- (2) Advise the commander on enlisted soldier matters to include duty assignments, promotions and reductions, leave programs, military justice, privileges, awards, welfare and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns.
- (3) Coordinate unit administration to include submission of required reports, vehicular support, supply, and food service activities.
- (4) Provide counsel and guidance to subordinate personnel.
- (5) Assist in inspection of or conduct inspection of unit activities and facilities, observe discrepancies and initiate corrective action.
- (6) Assist the commander in performing the following training related tasks:
  - (a) Plan, conduct, evaluate, and assess unit training.
  - (b) Ensure that trainers train to a standard.
  - (c) Assist the commander in integrating individual training into collective training, and collective training into multi-echelon training events.



Enclosure 2 (Vacancy Announcement) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

- (d) Plan and execute a battle-focused NCODP.
- (e) Prepare and maintain an order of merit list for schools and courses, ensuring that Soldiers are qualified and prepared to attend.
- (f) Coordinate school quotas.
- (7) Assist the commander with Unit Strength Maintenance
  - (a) Execute the unit strength management plan.
  - (b) Ensure 100% of all required retention interviews take place in a timely manner.
  - (c) Ensure an effective sponsorship program is implemented and maintained.
  - (d) Keep all soldiers informed on the unit's plans and programs.
  - (e) Ensure all NCOs and first line leaders in particular are present for NCODPs that address strength maintenance issues.
  - (f) Advise their commander on actions and issues that affect strength maintenance.
  - (g) Develop, implement and maintain a program to contact soldiers in the ING with the purpose of eventually bringing them back to an active status.
  - (h) Ensure the "Oath of Extension" ceremony is conducted with dignity and honor.
  - (i) Ensure "NCO Induction" ceremonies are conducted with dignity and honor.
  - (j) Liaison with the unit RRNCO to ensure all strength maintenance issues receive the emphasis and action required for quick resolution.

Other Unit Unique Considerations/Requirements:

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### **Application Instructions:**

Apply by submitting a completed packet in accordance with Enclosure 4 (Application Packet) to JFHQ-ARNG-CSM memorandum dated 10 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

*Applications may be submitted by e-mail, facsimile, postal mail, or hand-delivered to the DPA-EPS no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.*

*The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.*

*E-mail may be sent to [Michael.nagasawa@us.army.mil](mailto:Michael.nagasawa@us.army.mil) with a subject line of "First Sergeant Application". Electronic applications or attachment must be in Microsoft Word, Acrobat Reader, or plain text format. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered.*

*The DPA-EPS is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically by calling (402)309-7311*

Enclosure 3 (Eligibility Criteria) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

### 3-1. First Sergeant Course (FSC) Eligibility.

a. Soldiers must have a minimum of 24 months in service remaining after graduation from the FSC. 1SGs who fail to enroll or complete the FSC within one year of assignment will be reassigned to a valid MSG position.

b. When conditions preclude sending an appointed 1SG to the FSC within the prescribed time, a waiver deferring school attendance must be requested through command channels, the State CSM, DPA-EPS, to NGB-ARH-S.

c. NCOs assigned and utilized in 1SG positions will normally have the MOS or another MOS in the CMF of the duty position. However, MSGs may be utilized in First Sergeant positions outside of their Career Management Fields if they are recommended, hold or can become qualified for SQI M. This utilization practice should be limited to situations in which no qualified soldier with the proper MOS and grade is reasonably available to fill the vacancy, or there are several related MOSs in the unit. This is limited to units such as in a headquarters, service, support, maintenance or similarly diverse unit that do not merge until SGM.

### 3-2 Special Terms. The special terms used in this program are:

a. Fully qualified. Soldiers professionally capable of performing all 1SG duties in a worldwide field environment.

b. Best qualified. Soldiers selected over their peers by a State-level 1SG selection board as best able to perform the duties of 1SG.

c. Zone of consideration. Soldiers with the grade of E8 and E7 selected as best qualified by a promotion board for 1SG, as of the first day of the month in which the EPS board convenes.

d. Position vacancy. A 1SG position on an MTOE or TDA that is vacant, or projected to be vacant within the next 12 months after the NEARNG EPS board.

Enclosure 3 (Eligibility Criteria) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

3-3. Prerequisites. Applicants will be:

a. 1SG, MSG or SFC who have been selected as best qualified by a 1SG/E8 promotion board under AR 600-8-19 and selected as best qualified for assignment to 1SG by a state-level 1SG/E8 selection board. The State 1SG selection board will be administered as indicated in AR 600-8-19 and NGR 600-200.

b. Eligible to attend and complete the U.S. Army First Sergeants Course. 1SG, MSG and SFC who have attended, but who have not completed the course for any reason other than hardship are not eligible for subsequent attendance. Therefore, they are not eligible for consideration for 1SG. This criterion is not waivable and exceptions to policy will not be considered.

c. NCOES qualified. Soldiers with a DOR on or before 1 Oct 92 are considered NCOES qualified in their current grade and do not need to meet the prerequisite course to attend the next level of NCOES. SFCs with ANCOC credit (or the USASMC) are promotable to MSG. There is no new training requirement. SFCs with a DOR of 1 Oct 92 or earlier are considered NCOES qualified and can be selected for E8 without any training requirement.

d. In a paid drill or AGR status.

e. Eligible for immediate reenlistment or extension without regard to time remaining to ETS.

f. Soldiers must be appointed prior to their 55th birthday. Waivers or exceptions to policy to the age requirement are not authorized. This age limitation is intended to allow for two years to complete MOS qualification, one year to complete the First Sergeant Course, with a two year remaining service obligation upon completion of the course.

g. Professional leaders with the qualities to perform 1SG duties required of the MOS (per DA Pam 611-21) and the job announcement.

h. Medically qualified to perform 1SG duties on a worldwide basis in a field environment (AR 40-501). Theater and country restrictions caused by former service in the Peace Corps or as a prisoner of war are not disqualifying.

i. In a promotable status.

Enclosure 4 (Application Packet) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

4-1. Nomination. Applicants must obtain a nomination from their current Commander as a part of their application process.

4-2. General.

a. Soldiers identified for assignment to projected vacant positions may be nominated up to 12 months before the position will be vacant.

b. A nominee's marital status, and the employment, educational pursuits, and volunteer service activities of the nominee's spouse, or lack of any of these, may not be considered in determining whether or when to nominate a soldier for 1SG.

c. Soldiers who are detailed or attached to 1SG positions per paragraph 4-6b of NGR 600-200 who are removed for cause, or who are pending adverse action, will not be nominated. However, those not nominated or selected due to position elimination or declination due to Military Technician or AGR position requirements may be nominated.

4-3. Nominations

a. Unit Commanders will:

(1) Complete the nomination memorandum following the sample in figure 4-1 of this memorandum.

(2) Assemble the nomination packet using the guidance in paragraph 4-4 (below).

b. Comments by the Unit Commander (figure 4-1 of this memorandum) are mandatory. Comments by the Organizational CSM are highly encouraged. Comments by the soldier's intermediate commanders in grade LTC and higher and CSMs at those levels, are optional. Comments by anyone else are prohibited.

c. Submit nominations to ARNG First Sergeant Board, ATTN: JFHQ-ARNG-DPA-EPS, 1234 Military Road, Lincoln, NE 68508 to arrive no later than 1600 hours on the closing date of the announcement.

d. Commanders of Applicants will:

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(1) Verify that the nominees are currently listed in the selection objective of the EPS list for the current EPS cycle.

(2) Complete the recommendation memorandum indicating concurrence with the nomination.

(3) Ensure their nomination recommendation highlights any shortcomings in the soldier's qualifications or nomination packet.

4-4. Packet procedures. The First Sergeant Boards will NOT be an electronic board. Do not submit anything in folders, document protectors or binders. Documents submitted will not be returned, packets will be destroyed after the board. Include the following items in the order listed:

a. Send originals of:

(1) Nominating memorandum that follows the sample in figure 4-1 of this regulation. Commanders may include comments or separate memorandums from each commander, LTC and higher in the nominee's chain of command, and CSM in the nominee's NCO support channel. Required leadership or compatibility waivers for soldiers who are AGR or Military Technician should not be included in the nomination packet. However, these waivers must be approved prior to the soldier's assignment.

(2) Checklist per figure 4-2 of this enclosure.

(3) Official photograph per AR 640-30 are preferred. In the event the NCO does not have access to a military photograph facility, locally produced photographs that conform to the standards of AR 640-30 will be accepted.

(4) For 1SG and MSG who are neither graduates of, nor enrolled in the U.S. Army First Sergeants Course, include DA Form 4187 (figure 4-3) and signed Statements of Agreement and Coordination (figure 4-4). The application for the U.S. Army First Sergeants Course will NOT be forwarded to the NEARNG Schools Manager until final board action is approved.

(6) Nominee's memorandum to the board president. Correspondence to the president of the board will be considered

Enclosure 4 (Application Packet) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

only in the event the NCO is unable to make an appearance before the board. This is especially important for mobilized NCOs and Wounded Warriors. Correspondence from the nominee must invite attention to matters of record that are not readily apparent in the soldier's records, but which the soldier feels is relevant to the selection process. Other than the memorandum and comments in paragraph 4-4b (below), communication with the board by third parties, including the soldier's chain of command or supervisors is not authorized.

b. Send copies of (Documents must be updated within 30 days of the vacancy announcement date):

(1) DA Form 2-1/ERB, (Personnel Qualification Record, see AR 600-8-104) (one-sided copy).

(2) GPFR-1790 (Personnel Qualification Record), or equivalent SIDPERS-ARNG report (one-sided copy).

(a) Do not use "certified true copy" on any of the board records. Enter in the Personnel Qualification Record - Part I and (DA Form 2-1) item 35, the following statement:

I have reviewed the information herein and it is correct and complete.

SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_  
PSB/MPD/PSC POC\_\_\_\_\_TELEPHONE\_\_\_\_\_

(b) If, after proper notification, the soldier cannot or does not sign the PQR, the personnel officer or NCO will complete the verification by entering the following statement in item 35:

NCO was unavailable for signature and review.

SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_  
PSB/MPD/PSC POC\_\_\_\_\_TELEPHONE\_\_\_\_\_

(3) DA Form 2166-8 (NCO Evaluation Reports) for the last five years. A "complete-the-record" NCOER is NOT authorized.

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(4) DA Form 1059 (Academic Evaluation Report) for all NCOES courses. If NCO has completed First Sergeant's Course, skip to paragraph 4-4b(6) below.

(5) Verification confirming enrollment or a statement concerning the soldier's status in the First Sergeant's Course.

(6) DA Form 705 (Army Physical Fitness Test Record) with at least the last three years of record APFTs. When the soldier has not taken an APFT in the last three years, include a statement by the soldier's commander to explain the lack of record testing.

(7) DA Form 3349 (Physical Profile) for soldiers with limiting physical conditions. If a profile is included, also ensure there is a corresponding entry in DA Form 2-1, item 4, per AR 600-8-104. Profiles over 5 years old will be reviewed by the State Surgeon and a statement will be attached to the profile.

(8) DA Form 5500-R or 5501-R (Body Fat content worksheet) if the soldier is over the screening weight in AR 600-9.

(9) Certificates for decorations, and memoranda of commendation and appreciation within the last five years. Do not submit award orders or DA Form 638 unless they are the only available documents with the award narratives for decorations (achievement medals and higher), and do not submit documents on service or training medals or ribbons, badges or tabs.

4-5. Unit Unique Qualifications or Requirements. The State CSM will coordinate any additional requirements based on the needs of the service. These unique qualifications or requirements will be reflected on the vacancy announcement.

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Unit Letterhead

Office Symbol

(Date)

MEMORANDUM FOR President, Nebraska Army National Guard First Sergeant Selection Board (Vacancy Announcement # \_\_\_\_-\_\_\_\_)

SUBJECT: Nomination for First Sergeant Consideration

1. I recommend (rank, first name, middle initial, last name, Social Security Number) for consideration for the First Sergeant.
2. An authorized position vacancy as the First Sergeant of (insert the unit designation) (insert exists or is projected) within 12 months, for which they are fully qualified. Soldiers being selected for a position outside the career management field as outlined in paragraph 3b(3) of this memorandum must be fully justified.
3. Additional comments are mandatory. For instance, if a MSG or 1SG EPS board has selected the NCO as best qualified for promotion under AR 600-8-19.
4. If the nominee is or will be over the objective age of 55, state the circumstances, special qualities and qualifications, and other relevant information.
5. If applicable, Commanders will acknowledge the requirement to obtain a command leadership/compatibility waiver for Soldiers who are AGR or technician, prior to their assignment.
6. The nominating packet of documents required is enclosed.

Encl  
As

Signature  
Signature block of the  
Unit Commander

**Figure 4-1. Nomination Memorandum**



Enclosure 4 (Application Packet) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

## ARMY NATIONAL GUARD SENIOR NCO CHECKLIST

|   | Yes | NA  |
|---|-----|-----|
| Nominating memorandum. . . . .  | ___ | ___ |
| This checklist . . . . .  | ___ | ___ |
| For NCOs Not Enrolled in 1SG Course: DA Form 4187 (copy 1 only) with Statements of Agreement and Certification. . . . . | ___ | ___ |
| For NCOs currently Enrolled: Class number, location & date. . . . .   |     |     |
| # _____   |     |     |
| Location: _____   |     |     |
| Date: _____   |     |     |
| Nominee's Memorandum to the President of the Board (if applicable) . . . . .  | ___ | ___ |
| DA Form 2-1 or ERB (single pages, certified)(No "true copies" accepted. . . . .   | ___ | ___ |
| SIDPERS Data Sheet (PQR) (8 1/2" x 11" copy) . . . . .  | ___ | ___ |
| DA Form 2166-8 (NCO Evaluation Reports) for the last five years. . . . .  | ___ | ___ |
| DA Form 1059 (Academic Evaluation Report) for all NCOES courses (Includes FSC) . . . .                                  | ___ | ___ |
| Current DA Forms 705 (include DA Form 3349 if applicable). . . . .  | ___ | ___ |
| DA Forms 5500/5501 if exceeds Screening Table Weight (within 6 months). . . . .   | ___ | ___ |
| Certificates for decorations, and memoranda of commendation and appreciation within the last five years . . . . .       | ___ | ___ |

Instructions: Except for the nominating memorandum, this checklist, the official photograph, and the nominee's memorandum to the president of the board, submit copies on 8 1/2" x 11" white paper. Items with a lined space under NA above may not apply to each nominee. All other items are mandatory.

Nominee signature and date

Personnel Sergeant Signature and date

BN/MS CSM signature and date

### Figure 4-2 Nominee Checklist

Enclosure 4 (Application Packet) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

**STATEMENT OF AGREEMENT AND CERTIFICATION**

1. I understand that the service obligation is two years after graduation from the First Sergeants Course.

Soldier Initials \_\_\_\_\_

2. I have been counseled and understand that if I fail to complete the course, I may be Barred from Reenlistment, Extension of Enlistment, or recommended for separation from service. I further understand that if I do not complete the course for reasons other than extreme hardship, I will be removed from the promotion list administratively and will not be eligible for future consideration for First Sergeant, Sergeant Major, Command Sergeant Major, or to attend the First Sergeant Course.

Soldier Initials \_\_\_\_\_

3. I understand that if I am promoted to First Sergeant, the promotion is conditioned upon my graduation from the U.S. Army First Sergeant Course. I further understand that I will be reduced without board action or appeal if I fail to complete the course for any reason other than extreme hardship. Additionally, I understand that I will be reduced without board action for my failure to apply for and enter the First Sergeant Course. (AR 600-8-19, para 7-12c(4))

Soldier Initials \_\_\_\_\_

4. I have read and understand the requirements for enrollment and the related actions for the United States Army First Sergeant Course. I understand my responsibilities and obligations.

Soldier Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**CERTIFICATION**

I certify that this Soldier meets the requirements per Army Regulations, Army National Guard Regulations, and policies in effect at the time of application.

BN/MSC CSM SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Figure 4-3 Statement of Agreement**

Enclosure 4 (Application Packet) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

| PERSONNEL ACTION   |   |                                      |  |
|--|---|--------------------------------------|--|
| For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER  |   |                                      |  |
| DATA REQUIRED BY THE PRIVACY ACT OF 1974   |   |                                      |  |
| AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.  |   |                                      |  |
| PRINCIPAL: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).  |   |                                      |  |
| ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.   |   |                                      |  |
| DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.   |   |                                      |  |
| 1. THRU (Include ZIP Code)<br>CHANNELS   | 2. TO (Include ZIP Code)<br>Directorate of Personnel Administration<br>ATTN: DPA-EPS<br>1234 Military Road<br>Lincoln, NE 68508 | 3. FROM (Include ZIP Code)           |  |
| SECTION I - PERSONAL IDENTIFICATION  |   |                                      |  |
| 4. NAME (Last, First, MI)  | 5. GRADE OR RANK/PMOS/AOC   | 6. SOCIAL SECURITY NUMBER            |  |
| SECTION II - DUTY STATUS CHANGE (AR 600-8-6)   |   |                                      |  |
| 7. The above soldier's duty status is changed from _____ to _____<br>effective _____ hours, _____  |   |                                      |  |
| SECTION III - REQUEST FOR PERSONNEL ACTION   |   |                                      |  |
| 8. I request the following action: (Check as appropriate)  |   |                                      |  |
| <input checked="" type="checkbox"/> Service School (Enf only)  | Special Forces Training/Assignment  | Identification Card                  |  |
| <input type="checkbox"/> ROTC or Reserve Component Duty  | On-the-Job Training (Enf only)  | Identification Tags                  |  |
| <input type="checkbox"/> Volunteering For Oversea Service  | Retesting in Army Personnel Tests   | Separate Rations                     |  |
| <input type="checkbox"/> Ranger Training   | Reassignment Married Army Couples   | Leave - Excess/Advance/Outside CONUS |  |
| <input type="checkbox"/> Reassignment Extreme Family Problems  | Reclassification  | Change of Name/SSN/DOB               |  |
| <input type="checkbox"/> Exchange Reassignment (Enf only)  | Officer Candidate School  | Other (Specify)                      |  |
| <input type="checkbox"/> Airborne Training   | Asgmt of Pers with Exceptional Family Members   |                                      |  |
| 9. SIGNATURE OF SOLDIER (When required)  |   | 10. DATE (YYYYMMDD)                  |  |
| SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)   |   |                                      |  |
| U.S. Army First Sergeant Course<br>(Unit Name, Address and Phone Number)<br><br>(Home Mailing Address, Home Phone Number, Work Phone Number)<br><br>DOB: _____ Status: ____ Traditional ____ Military Technician ____ AGR PEBD: _____ DOR: _____<br><br>Height: ____ Weight: ____ %Body Composition: ____% Allowed: ____% (Enclose DA Form 5500 or 5501)<br><br>APFT Score: _____ Date: _____ (Enclose DA Form 705)<br><br>Highest Level NCOES Completed: _____ Date Completed: _____ (Enclose DA Form 1059)<br><br>NCOES Waiver: Yes / No (If Yes, include copy of approval memorandum)<br>Temporary Profile: Yes / No (If Yes, include copy of the DA Form 3349)<br>Permanent Profile: Yes / No (If Yes, include copy of the DA Form 3349, MMRB*, PEB,* as applicable)<br>*****NOTE: Soldiers with Permanent 3 Profile MUST include the results of a MMRB/PEB for enrollment.<br><br>Use this as a guideline, more documentation can be submitted. |   |                                      |  |
| SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL   |   |                                      |  |
| 11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -   |   |                                      |  |
| <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED   |   |                                      |  |
| 12. COMMANDER/AUTHORIZED REPRESENTATIVE  |   | 14. DATE (YYYYMMDD)                  |  |
| UNIT COMMANDER   |   |                                      |  |

Figure 4-4 DA Form 4187

Enclosure 5 (Interview Board Composition) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

5-1. Composition. The board comprises at least two officers and a CSM as voting members, and a recorder without vote. The NEARNG will appoint alternates and replace members as needed. All members of the board must be senior in grade to the applicants. Date of Rank may be used to establish seniority.

a. The President is the ARNG Lieutenant Colonel or Colonel in the higher headquarters of the unit. This commander may designate a representative to serve as the President in his/her place.

b. The second officer is the Company Commander (or designated representative in the case of a unit where the Commander and First Sergeant are both being replaced).

c. The CSM in the higher headquarters of the unit.

d. Female and minority groups will be represented on the board to the maximum practical extent when members of these groups are being considered.

(1) Every effort should be made to ensure that all boards are composed of members that reflect the demographics of the soldiers being considered.

(2) If minority group members are being considered, boards will include at least one minority group member as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(3) If females are being considered, boards will include at least one female as a voting member. If this is not possible, the recorder will write the justification into the final board report.

(4) Boards may include minority group members and female members even though the board may not be considering female and minority group soldiers.

e. The recorder attends to the board, and prepares correspondence for forwarding at the conclusion of the board.

Enclosure 5 (Interview Board Composition) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

f. All board members must be senior in grade (or date of rank) to the applicants.

5-2. Deviations to these prescribed board composition guidelines must be approved by the Directorate of Personnel Administration prior to the board convening.

Enclosure 6 (OML Justification) to JFHQ-ARNG-CSM memorandum dated 11 December 2007, SUBJECT: First Sergeant Position Vacancy Fill Procedures - Implementing Draft

Unit Letterhead

Office Symbol

(Date)

MEMORANDUM FOR Directorate of Personnel Administration, ATTN: DPA-EPS, 1234 Military Road, Lincoln, NE 68508

SUBJECT: Order of Merit List for First Sergeant Vacancy (\_\_\_\_-\_\_\_\_)

1. The First Sergeant interview board for was conducted on \_\_\_\_\_, with ( RANK, NAME, SSN ) being select for assignment to the vacant First Sergeant position in ( UNIT DESIGNATION, CITY, STATE ). His/her selection was based on the following reasons/qualifications.

a.

b.

c.

2. The interview board consisted of the following members.

President: \_\_\_\_\_

Board Member: \_\_\_\_\_

Board Member: \_\_\_\_\_

Recorder: \_\_\_\_\_

3. The Order of Merit List for the position fill is as follows.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. I understand that applicants cannot be notified of the results of this board until final approval is received from DPA-EPS. All board packets, to include board notes and score sheets will be returned to DPA-EPS within 48 hours of the conclusion of the board.

BOARD PRESIDENT SIGNATURE  
BOARD PRESIDENT  
SIGNATURE BLOCK